

BUILDING OPERATING ENGINEER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
1328	Building Operating Engineer	11	170	6 mo.	07/29/88
1329(1330)	Assistant Chief Building Operating Engineer	11	170	6 mo.	07/29/88
1330	Chief Building Operating Engineer	11	170	6 mo.	07/29/88

Promotional Line: 71

Series Narrative

Employees in this series operate and/or supervise the operation of building mechanical equipment (such as heating, cooling, and ventilating machinery; steam, water and waste systems; electrical systems; food-service appliances; and stage operating equipment). they also maintain and/or supervise the maintenance of building structures and mechanical equipment, furnishings and fixtures contained in the buildings.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Building Operating Engineer

1328

Employees at this level operate building mechanical equipment, furnishings, and fixtures contained therein. They work under general supervision from a designated supervisor.

A Building Operating Engineer typically –

1. inspects, cares for, cleans, operates, and lubricates building mechanical equipment, including air-conditioning systems, humidifiers, temperature regulators, steam and water systems, food-service appliances, and other equipment required for the operation of a building
2. inspects the building structure and machinery, equipment, food-service appliances, furnishings, and fixtures contained therein for needed repairs and performs or authorizes and requisitions the necessary work
3. maintains proper temperatures and humidity throughout the building
4. reads gauges, meters, thermometers, or other measuring devices and maintains records as required
5. starts and stops mechanical equipment on schedule
6. sets up displays and exhibits and/or inspects mechanical and electrical equipment to be used in connection with displays, exhibits, shows, or other events
7. performs other maintenance duties (such as replacing media in air-filtering systems and regenerating water softeners)
8. cooperates with craftsmen who perform work on the building premises

9. orders, stocks, and issues maintenance supplies and replacement parts
10. receives new equipment, attaches inventory numbers, and participates in the physical inventory of the building as directed
11. performs other related duties as assigned

Level II: Assistant Chief Building Operating Engineer**1329**

Employees at this level perform and assist in the supervision of the operation of building mechanical equipment and the maintenance of the building structure and mechanical equipment, furnishings, and fixtures contained therein. they work under general supervision from a designated supervisor.

An Assistant Chief Building Operating Engineer typically –

1. performs and assists in the supervision of the operation and maintenance of building mechanical equipment, including heating, cooling, and ventilating machinery; steam, water and waste systems; electrical systems; food-service appliances; and stage operating equipment
2. assists in the planning and supervision of building maintenance, including necessary building repairs, installations, redecorations, building improvements, and the repair and/or replacement of furniture and fixtures
3. performs and assists in the supervision of employees engaged in housekeeping activities, arrangements for public functions, or other assigned special services
4. conducts regular inspections of the building to discover need for structural and mechanical repairs and furniture and fixture repairs and to evaluate the maintenance of housekeeping standards
5. prepares reports on inspection findings, written requests for services and supplies, and any other operational records required
6. is responsible for maintaining adequate stock of cleaning supplies, light bulbs, spare parts, tools, and related items
7. supervises the erection of displays, exhibits, stage sets, and other arrangements of facilities for public functions
8. trains lower level engineers in the performance of their duties
9. cooperates, guides, and assists students and staff in the proper use of the building and its facilities
10. performs other related duties as assigned

Level III: Chief Building Operating Engineer**1330**

Employees at this level supervise, assume responsibility for, and assist in the operation of building mechanical equipment and the maintenance of the building structure and mechanical equipment,

furnishings, and fixtures contained building structure and mechanical equipment, furnishings, and fixtures contained therein. They work under administrative supervision from a designated supervisor.

A Chief Building Operating Engineer typically –

1. supervises and assists in the operation and maintenance of building mechanical equipment, including heating, cooling, and ventilating machinery; steam, water, and waste systems; electrical systems; food-service appliances; and stage operating equipment
2. is responsible for planning and supervising building maintenance, including necessary building repairs, installations, redecorations, building improvements, and the repair and/or replacement of furniture and fixtures
3. is responsible for the purchase of services, equipment, and supplies related to building operation
4. is responsible for efficient and well-coordinated housekeeping operations
5. assumes responsibility for the design and preparation of detailed drawings and supervises construction of special equipment not available through commercial sources
6. supervises the erection of displays, exhibits, stage sets and other arrangements of facilities for public functions
7. cooperates with and advises students and staff regarding the use of building facilities
8. is responsible for the selection and supervision of employees
9. prepares and observes budgets related to building operations as required
10. writes correspondence and maintains records as required
11. is available for any special functions regardless of work-week schedule
12. supervises lower level engineers and other assigned personnel
13. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Building Operating Engineer

1328

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. three years of full-time paid employment in the maintenance of a variety of building mechanical equipment and/or as a mechanic of refrigeration, ventilation, and/or food-service equipment

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. mechanical aptitude
2. ability and willingness to follow instructions
3. ability to perform duties in public places with a minimum of disturbance
4. ability to work effectively with students, staff, and public

Level II: Assistant Chief Building Operating Engineer**1329**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. four years of experience in the operation, maintenance, and/or installation of building mechanical equipment. College training in mechanical engineering may be substituted, year-for-year, for the required experience

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. working knowledge of building maintenance, including the operation of ventilation, air-conditioning, heating, refrigeration, and other building mechanical equipment
2. mechanical aptitude
3. ability and willingness to follow instructions
4. ability to perform duties in public places with a minimum of disturbance
5. ability to work effectively with students, staff, and public
6. supervisory ability

Level III: Chief Building Operating Engineer**1330**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. six years of experience in the operation, maintenance, and/or installation of building mechanical equipment. College training in engineering may be substituted, year-for-year, for the required experience up to a maximum of four years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. thorough knowledge of building maintenance, including the operation of ventilating, air-conditioning, heating, refrigeration, and other building mechanical equipment
2. mechanical aptitude
3. ability and willingness to follow instructions
4. ability to perform duties in public places with a minimum of disturbance
5. ability to work effectively with students, staff, and public
6. supervisory ability

Building Operating Engineer	Edited
Assistant Chief Building Operating Engineer	Edited
Chief Building Operating Engineer	Edited